



# 2016 MAC Operations Handbook

## **INTRODUCTION**

Multi-agency coordination between wildland fire protection agencies is an ongoing process in the Great Basin. The fire program managers of the various state and federal agencies involved in wildland fire protection meet regularly as the Great Basin Coordinating Group (GBCG). This group serves as a forum to review and discuss matters of mutual interest and to develop plans to ensure a coordinated approach is taken relative to wildland fire protection within the Great Basin Geographic Area.

This Operations Handbook includes procedures to guide Great Basin Multi-Agency Coordinating Group (GBMAC) activities in those situations where unusual or critical fire activity and resource mobilization requires continuous, daily interaction between agencies to ensure that decisions not covered in existing plans and guides are responsive to the priority interests of the geographic area as a whole.

The purpose of the GBMAC Operations Handbook is to provide management direction for cooperation, standardization, and operational guidelines for fire and incident management activities in the Great Basin. The handbook helps to provide consistency and continuity between agencies represented on the GBCG.

The GBCG consists of one representative from the following:

<b>Bureau of Land Management (BLM)</b>	Idaho, Nevada, Utah and Arizona
<b>Fish and Wildlife Service (FWS)</b>	Mountain Prairie, Pacific and Pacific Southwest Regions
<b>National Park Service (NPS)</b>	Intermountain and Pacific West Regions
<b>Bureau of Indian Affairs (BIA)</b>	Western Region
<b>Forest Service (FS)</b>	Region Four
<b>State Agencies</b>	Idaho, Nevada, and Utah

## **MISSION**

GBMAC provides a forum to discuss actions to be taken to ensure that an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of shortage.

The GBMAC forum coordinates:

- Incident prioritization
- Resource acquisition, allocation and reallocation strategy development, related to workload and capability scenarios, state or national disaster response, (e.g., National Response Framework)

- Information provided to media and agency heads, and
- Identification and resolution of issues common to all parties.

## **AUTHORITIES**

### **Agency Administrators**

Each Agency has the authority to order the movement of personnel and equipment under their jurisdiction to maximize the pre-suppression and suppression capabilities of their agencies.

### **Fire Program Managers/Agency or Unit Duty Officers**

Respective agencies within the Great Basin are authorized, (within constraints of available funding), to manage preparedness activities. This includes the coordination with other agencies by moving resources between units to best serve the needs.

### **Great Basin Coordination Center (GBCC) Center Manager**

Through the Delegation of Authority the GBCC Center Manager, has the authority to move resources across agency boundaries, to meet preparedness and suppression needs of the participating agencies. This movement is limited to action specified in Great Basin Mobilization Guide, Great Basin Preparedness Plan and the National Interagency Mobilization Guide.

### **GBCG Members**

In most instances, the federal or state level agency administrators have designated the fire program manager of their respective agencies as GBCG member for their agency. Each member represents their given agency and can make decisions on the agencies behalf.

### **GBMAC Members**

Through the Delegation of Authority from the GBCG Chair, the GBMAC coordinator has the authority to act on behalf of the GBCG. The activation of the GBMAC may be facilitated by the Center Manager or the GBCG at Preparedness Levels identified in the Great Basin Mobilization Guide.

Since the GBMAC represents agency administrators at federal or state levels, it is recommended that if an agency's fire program manager is not able to serve with the MAC Group, that their replacement possesses the stature of a local agency administrator with operational fire background.

## **ORGANIZATION**

The GBMAC will consist of the voting members of the GBCG, GBCC Center Manager, and GBMAC Coordinator. Support specialists will be requested as the situation dictates. Agency Representative are encouraged to participate in the GBMAC process and through successional planning trainees are identified and will be utilized.

The flow of information generally runs between agency administrators and their respective agency representatives, and then by consensus to the GBCG Chair. The GBCG Chair maintains direct communication with the GBCC Manager, GBCG voting

members and the GBMAC Coordinator. Authorities of each position identified are described in subsequent sections of this Operations Handbook.

Trainees are acknowledged and encouraged in MAC Coordinator and Support positions. Trainees should be limited to no more than two at any one time and should be coordinated through the MAC Coordinator.

## **ROLES AND RESPONSIBILITIES**

### **Agency Administrator**

- Delegates Agency Representative and issues written delegation of authority.
- Supports GBMAC Group decisions.

### **GBMAC Group Members**

- Establishes incident priorities for the GBCG member agencies.
- Establishes priorities for allocation of resources between incidents within the geographic area.
- Re-allocates resources between incidents when necessary.
- Develops procedures to implement GB and National MAC decisions.
- Identifies and resolves GBMAC issues common to all parties.
- Develops geographic area strategies and contingency plans.
- Initiates special actions, strategy and contingency plans to alleviate resource shortages to meet anticipated demands.
- Ensure agency situation status is current and information is correct.
- Keeps agency administrators informed of the situation and of GBMAC decisions.
- Maintains a dialogue with the Incident Unit Agency Administrators and Fire Managers.
- Identifies fiscal issues and concerns, coordinates severity requests, pre-positioning activities, etc.
- Provides information and perspective to agencies wishing to proceed with prescribed fire applications as indicated on the go/no go checklist.
- Determines need and support Wildland Fire and Aviation Safety Teams (FAST) and Aviation Safety Assistance Teams (ASAT).
- Determines need for Staging Areas/Mobilization Centers and possible locations.
- Coordinates activation of a Joint Information Center (JIC), Public Affairs and other media support.

### **GBCG Chair**

- The Vice-GBCG Chair will serve as Acting Chair during the absence of the GBCG Chair.
- In the event of an empty Chair or Vice Chair position, GBCG members will elect or appoint someone from within the GBCG membership to fill the appropriate vacancy.
- Facilitate issues needing GBCG attention.
- Works with the GBMAC Coordinator to determine which issues are GBCG issues vs. GBMAC issues.

- In conjunction with Agency Representatives the GBCG Chair will determine the need for and facilitate Agency Executive briefings and conference calls.
- Develops and revises the GBMAC Operations Handbook.
- Identifies GBMAC Coordinator prior to fire season to work with GBCC Center Manager for yearly preparation of GBMAC activation.
- Works with GBCC center manager to determine activation of the GBMAC group, in accordance with the GB Mobilization Guide.
- Issues a delegation of authority to formally activate a sitting GBMAC coordinator.
- Determines GBMAC Group operating location and facility, if other than GBCC in Salt Lake City.
- Determines need for additional MAC Group Representation beyond the wildland agencies.

### **GBCC Manager**

- Carries out the duties of the GBMAC Coordinator, until the formal activation of the GBMAC has been assigned and delegation has been issued.
- Fulfills requirements described in the Delegation of Authority for the GBCC Center Manager letter.
- Implements GBCG, GBMAC and NMAC decisions.
- Recommends issues needing GBMAC or GBCG action.
- Assembles intelligence information to support GBMAC activities i.e., resources committed (ICS-209 or ROSS reports), outstanding resource orders, resources available and projected needs by incident.
- Can recommend formal activation of GBMAC as the situation warrants.
- Coordinates with GBCG Chair when planning and implementing Geographic Area preparedness activities.
- Relays all Geographic Area preparedness activities to Agency Duty Officers.

### **GBMAC Coordinator**

- Delegated authority by the GBCG Chair, (see Appendix 1).
- Works directly for the GBCG Chair.
- Delegated the same authorities as the GMAC Group Members and may act on each agencies behalf.
- Establishes, with GBMAC concurrence, a daily schedule for meetings and conference calls.
- Facilitates issues needing GBMAC attention.
- Obtains appropriate intelligence information necessary to support GBMAC activities.
- Acquires and supervises GBMAC Support Specialists, Administrative and IT staffs to support GBMAC activities.
- Ensures adequate subject matter expertise is available to support GBMAC activities.
- Facilitates GBMAC Group meetings.
- Documents GBMAC decisions.
- Distributes GBMAC decisions.
- Assembles the record of GBMAC decisions and activities.

- Serves as the focal point of contact with the NMAC Coordinator and/or NMAC Liaison to the Great Basin.
- GBMAC Coordinator may decide, due to workload, to assign a Deputy GBMAC Coordinator to the organization for additional support.
- Facilitates daily conference calls with IC's and AC's.
- Coordinates FAST/ASAT responses and collects daily reports.

### **MAC Group Coordinator Qualifications**

**Recommended:** FEMA NIMS Training IS-701A, Multiagency Coordination Systems, and attendance of the Great Basin MAC Refresher or workshop.

**Training and Experience:** In-depth knowledge of the national dispatch/coordination system, ICS, NIMS, incident management protocols, management and allocation of national resources, agency fire management policies, decision support tools and products, ICS-209, WFDSS, etc. Familiar with protocols based on National and Area Preparedness Levels.

## **GBCC and GBMAC SUPPORT SPECIALISTS**

The GBCC may assemble additional staff at Preparedness Levels 1 through 3 specifically to provide incident support and to accomplish incident prioritization and coordination. This generally occurs whenever two or more large incidents are active in the Geographic Area and resource competition requires that incidents be prioritized.

Individual GBCC Support positions may be activated to meet specific organizational needs at GBCC. Individual positions may also be utilized to facilitate ramp up/down of the full support organization. At Preparedness Levels 4 and 5, a MAC Support organization is assembled as support staff for the GBMAC, supervised by the MAC Group Coordinator.

### **MAC Support - Administration**

- Ensures telephone and computer access, work stations, meeting space, and access to FAX, copier, and office supplies.
- Develops, updates, and maintains numerous GBMAC email lists for dissemination of information.
- Reserves conference call times for needed briefings, and provides schedule and access information to all participants.
- Prepares filing system to organize and retain all records related to GBMAC Support activities.
- Files all GBMAC Support materials to document activity and decisions made by the group.
- Provides telephone coverage, note-taking duties, correspondence support, and other clerical duties as requested.
- Makes key documents available for posting to the GBCC website.
- When the GBMAC Support group is disbanded, consolidates all records material for permanent retention.

### **Administrative Assistant Experience and Training:**

**Recommended:** Attendance of D-110 Expanded Dispatch Recorder / ROSS. Has purchase card authority.

**Training and Experience:** Ability to develop and maintain the following: email lists, meeting and conference call note taking ability, use of spreadsheets such as Excel, computer skills and strong clerical capability.

### **GBMAC Support – Aviation**

- Tracks the status of critical aviation resources as defined by GBMAC.
- Provides recommendations for mobilization, allocation, reallocation, and release of aviation resources.
- Establishes and maintains coordination with the GBMAC Coordinator, GBCC Center Manager, Agency Operations Coordinators and Aviation Coordinators.
- Establishes and maintains coordination with Agency, National, Regional/Area, Unit and Incident aviation managers with the Great Basin, NICC/NMAC and sub-geographic area MAC Groups.
- Assists with the daily prioritization of Great Basin incidents.
- Recommend changes in flight duty schedules.
- Provides assistance with aviation related issues.
- Facilitates GBMAC Aviation conference calls.
- Coordinates for FAST, ASAT and other technical experts when assigned in the Great Basin. Recommends mobilization of FAST and ASAT based on current and expected situation.
- When requested, assists with the resolution of aviation related issues.

### **Aviation Coordinator Experience and Training:**

**Recommended:** Air Operations Branch Director, ICS Aviation Position Experience, Agency (Regional/State or Unit Level) Program manager.

**Training and Experience:** Experience as an agency aviation program manager. In-depth knowledge of the dispatch/coordination system, management of national aviation resources, and aviation management strategies based on National and Geographic Area Preparedness levels.

### **GBMAC Support – Crew Coordinator**

- Tracks the status of Type 1, Type 2 and Type 2 IA crews as defined by MAC.
- Provides recommendations for mobilization, allocation, reallocation, and release of crews.
- Establishes and maintains coordination with the GBMAC Coordinator, GACC Managers, Operations Coordinators and GBCC Crew Coordinator.
- Establishes and maintains coordination with National, Regional/Area, Unit and Incident crews.
- Monitors work/rest, crew days off, R&R policies and validates number of days worked.



- Monitors and validates mission related tasks while assigned to incident and or/pre-positioning.
- Prepares spreadsheets and other reports to assist in crew prioritization and allocation.
- Assists with the daily prioritization of Great Basin incidents.
- Coordinates with Interagency Resource Representatives (IARR's).
- Provides assistance with other crew related issues.
- Participates in GBMAC Conference Calls.

### **Crew Coordinator Experience and Training:**

**Recommended:** Interagency Hotshot Crew (IHC) Superintendent, Captain or Foreman, or AFMO with position experience as an Agency (Regional/State or Unit Level) Program manager

**Training and Experience:** Experience working with or as an IHC Superintendent, along with extensive knowledge of the capabilities and structure of all other types of hand crews (Type 1, 2IA and 2). Knowledge of the dispatch/coordination system, management of national resources, and crew allocation strategies based on National and Geographic Area Preparedness levels.

### **GBMAC Support – Operations**

- Tracks the status of Incident Management Teams and the Great Basin's initial attack capability as defined by the GBMAC.
- Works with the GBCC Coordinator on Duty, Operations Coordinators and IMT Operations section to assure that available resources are assigned according to critical needs.
- Provides recommendations for mobilization, allocation, reallocation, and release of ground operations resources.
- Assist with the daily prioritization of Great Basin incidents.
- Recommends mobilization of FAST, ASAT or other technical experts based on the current or expected situation.
- Functions as the GBMAC point of contact and supervisor for GBMAC Surge Capacity Task Forces and other mission specific requests.
- May act as the Deputy GBMAC Coordinator in the absence of the GBMAC Coordinator unless otherwise designated.

### **Operations Coordinator Experience and Training:**

**Recommended:** Type 1 or Type 2 Operations Section Chief

**Training and Experience:** Experience in fire and IMT operation. Knowledge of the dispatch/coordination system, management of national resources, and crew allocation strategies based on National and Geographic Area Preparedness levels.



## **GBMAC Support – Intelligence/Planning**

- Collects the Incident Prioritization Worksheets (IPW), ICS 209's, and any additional information from the incidents needed for prioritization.
- Assembles intelligence information to support GBMAC activities such as:
  - Resource Status (ICS-209, ROSS reports, etc.)
  - Outstanding Resource Orders
  - Projected needs by incident.
- Maintains and inputs incident information into the database for incident prioritization.
- Works with the IMT Planning Section, GBCC Intelligence section and sub-geographic MAC on information clarification and/or additional information needs.
- Tracks critical needs of each incident and displays daily.
- Maintains daily information on GBMAC/Geographic Area and National incident priorities, daily schedules, and conference calls.
- Collect documentation for and maintains the GBMAC documentation package.
- Assists with daily prioritization of Great Basin incidents.
- Assess and recommends additional staffing, changes to procedures, and/or data needs to provide for efficient, accurate and timely information for decision making.
- As needed, contacts IMT's for clarification and/or updates on fire status and needs.
- As requested analyzes WFDSS reports for assumptions about resource availability and determines if the objectives/strategy are in line with resources needed to accomplish the mission.
- Establishes and maintains a tracking process for all Incident Management Teams assigned in the Geographic Area and other critical resources as necessary.

## **GBMAC Intelligence/Planning Experience and Training**

**Recommended:** Intelligence Specialist, Dispatch Coordinator (CORD), Planning Section Chief or Situation Unit Leader

**Training and Experience:** Knowledge of FamWeb applications, data base development and management, Excel Spreadsheets, WFDSS, ICS-209, Situation Reports, ROSS/Cognos reports. Knowledge of the dispatch/coordination system, management of national resources, and allocation strategies based on National and Geographic Area Preparedness levels.

## **GBMAC Support – Decision Support (if Activated)**

- Decision Analysis Support
  - Provide decision analysis information for emerging incidents in a relatively short time frame as requested by the GBMAC Group and/or Unit or Regional personnel.
  - Provide fire behavior analyses for on-going priority fires as needed.
  - Support smoke modeling as requested.

- Provide more detailed or in-depth analyses in support of FBAN/LTANs on active incidents.
- Decision Documentation Support
  - Provide assistance with the application of analysis information to decision making and documentation in WFDSS, as requested by field users.
  - Aid in review of decision content in WFDSS as requested, and provide feedback to reviewer/approver.
- Information Dissemination
  - Develop area-wide fire environment informational products for use to brief incoming IMTs or crews, as needed, including, but not limited to: fuel moisture conditions and trends; fire behavior projections; smoke dispersal trends.
  - Provide information to the field about the DSC, information about potential products, and contact information.
  - Provide training opportunities to within-area and out-of-area resources where feasible.
- Situation Monitoring
  - Provide assistance to all Agencies as requested.
  - Track documentation requirements in WFDSS for fires being supported, including decision approvals, periodic assessment due dates, etc.

### **GBMAC Decision Support Experience and Training**

**Recommended:** Fire Planner

**Training and Experience:** Subject matter expert with WFDSS, geospatial mapping capabilities.

### **MAC Support – Safety**

- Understands and can communicate agency safety principles and policies in an interagency context.
- Monitors the overall safety situation for the geographic area.
- Facilitates the daily Incident Safety Officer Conference Call.
- Maintains communication with Incident Safety Officers; may provide briefings/briefing materials to update incoming IMTs on safety issues and policies in the Great Basin
- Collects safety-related data from incidents/units and maintains a running trend analysis on accidents, injuries, fatalities, and issues.
- May lead or sponsor field trips to incidents/units as necessary and participate in Fire and Aviation Safety and Assistance (FAST) Teams.
- Maintains daily contact with GBMAC Coordinator and Aviation/Operations Specialists for coordination and situational awareness; reports out as during GBMAC briefings/conference calls.
- Coordinates with Agency Fire Safety Specialists

**Recommend:** Type 1 or Type 2 Safety officer on IMT

**Training and Experience:** Experience in agency safety and risk management programs, policies and procedure at the (Regional/State or Unit Level) Program manager

## **AGENCY AND LOCAL ROLES IN GBMAC**

There are a number of Agency, Local Unit, Incident Management and National points of contact that play important roles in GBMAC.

### **Local Administrator or Units with Incidents:**

- Provides direct management and oversight of suppression activities and achievement of agency direction.
- Transmits Delegation of Authority and WFDSS to GBMAC upon approval.
- Monitors GBMAC decisions and asks for reconsideration action, through their respective agency MAC representative, if there is concern over GBMAC's interpretation of fact relative to the status or needs of the incident.
- Maintains dialog with their respective MAC Group representative/member.

### **Local Dispatch Centers, Incident Expanded Dispatch Organization or Local Ordering Points:**

- Facilitates flow of intelligence information needed to support GBMAC activities.
- Facilitates flow of GBMAC decisions to field units Incident Management Teams, Area Commands and Sub-Geographic Area MAC's as appropriate.
- Implements actions associated with GBMAC decisions as may be appropriate to the dispatch system.

### **Incident Management Teams & Area Commands:**

- Provides accurate information relative to incident status, threats and projections of needs as requested to support GBMAC activities and ICS-209.
- Implements actions associated with GBMAC decisions as may be appropriate to the Incident Management Team, Area Command.
- Participate on daily IC conference calls.

### **Sub-Geographic Area MAC's:**

- Prioritize incidents for the local unit.
- Ensure agency resource situation is current.
- Determine specific agency resource requirements.
- Determine agency resource availability.
- Allocate resources to incidents based upon established criteria.
- Anticipate future resource needs.
- Communicate and/or implement GBMAC decisions.
- Review need for other agencies involvement in the Sub-Geo Area MAC.

- Provides accurate information relative to incident status, threats and projections of needs as requested by GBMAC.

### **NATIONAL MULTI-AGENCY COORDINATING GROUP (NMAC):**

NMAC consists of one representative from the following agencies:

- National Association of State Foresters (NASF)
- USDA Forest Service (USFS)
- National Park Service (NPS)
- Bureau of Land Management (BLM)\* Representative to GBMAC
- Fish and Wildlife Service (FWS)
- Bureau of Indian Affairs (BIA)
- Federal Emergency Management Agency (United States Fire Administration (FEMA-USFA))

NMAC has written delegated authority from the respective agency heads to represent each agency on all matters related to wildland fire operations. This includes membership on the NMAC, determining national priorities, and allocating/reallocating resources.

### **NMAC Roles/Responsibilities:**

- Establishes national priorities among the Geographic Areas (GAs)
- Directs, allocates or reallocates resources among or between GAs to meet national priorities
- Anticipates and identifies future national fire management resource requirements
- Provides oversight of general business practices between NMAC and the Geographic Multi-Agency Coordination (GMAC) groups
- Distributes and archives NMAC:
  - Decisions
  - Direction
  - Best management practices
- Provides an NMAC member as the media spokesperson assisting NIFC External Affairs for issues of national importance (as requested)
- Serves as liaison to a specified GAs:
  - Rocky Mountain – Dan Smith (NASF)
  - California – Dan Buckley (NPS)
  - Great Basin – John Glenn (BLM)
  - Northern Rockies – Aitor Bidabur (USFA)
  - Northwest – Dalan Romero (BIA)
  - Alaska, Southern Area – Chris Wilcox (FWS)
  - Southwest, Eastern Area – Kim Christensen (FS)
- Determines National Preparedness Levels (PLs)
- Determines national fire resource availability to support non-fire incidents (Reference Support to the National Response Framework)
- Determines activation, coordination and involvement of military and international resources:
  - MAFFs, military ground support, etc

- Assistance from New Zealand, Australia, Canada, Mexico, others
- Manages Area Command teams
- Provides liaison and oversight to the Area Command/Incident Command Group
- Manages Type I incident management team rotations, monitors work/rest cycles, and may modify national rotations
- Hosts VIP briefings as requested and needed
- Ensures national fire information is coordinated both internally and externally through Joint Information Center (JIC) Coordination (see JIC operations plan on NMAC web page)
- Determines timing and frequency of NICC/NIFC “daily briefing” schedule
- Hosts annual NMAC/GMAC coordination meeting with Coordinating Group Advisory Council (CGAC) and provides an NMAC liaison to the CGAC group
- Hosts monthly NMAC/GMAC coordination calls during the summer months or as needed

The NMAC will provide a liaison to the GBMAC to coordinate issues and concerns.

## **GENERAL OPERATING PROCEDURES**

### **GBMAC Group Activation**

At Great Basin Preparedness Level 3, the GBCG and GBCC Center Manager will discuss and consider the need to activate the GBMAC Group. The decision to activate the GBMAC Group will be based on the number of large/complex/Incident Management Team (IMT) incidents, prescribed burns scheduled, predicted weather, percentage of area crews and initial attack resources committed, and the level of competition for resources between units and/or Geographic Areas or national incidents and activity.

### **Great Basin MAC Group Meetings**

Official GBMAC Meetings will be conducted either in-person or via conference call. The choice of meeting method will be determined by a consensus of GBMAC members.

#### **Conference Calls**

The Great Basin MAC has a scheduled conference call at 1100 MDT to exchange intelligence information and establish Geographic Area priorities. The GBMAC Coordinator will facilitate the GBMAC Call. If a dedicated MAC Coordinator is not assigned, the GBCC Center Manager will facilitate the call. The call time may be adjusted based on activity or to coordinate with the NMAC. The purpose of these calls is to:

- Receive a timely update on incident activity and resource status.
- Obtain Predictive Services briefings and outlooks.

- Outline potential resource needs.
- Discuss and establish geographic area incident and resource allocation priorities.
- Identify and resolve concerns and problems.
- Discuss IMT (extensions, rotations, etc.)

Conference call participants will be the GBMAC support staff and spokespersons for the Great Basin Coordinating Group.

### **In-Person Meetings**

The GBMAC may decide to hold an in-person meeting rather than conference calls depending upon activity and issues that need to be addressed.

## Great Basin MAC Plan Appendices

- Appendix 1 - Delegation of Authority, MAC Coordinator
- Appendix 2 - MAC Daily Schedule
- Appendix 3 - MAC Conference Call Agenda
- Appendix 4 - MAC Conference Call Notes Template
- Appendix 5 - Incident Priority Worksheet (IPW)
- Appendix 6 - Incident Priority Worksheet Instructions
- Appendix 7 - Incident Commander Conference Call Agenda
- Appendix 8 - Great Basin MAC Incident Priority Spreadsheet (excel)
- Appendix 9 - Great Basin MAC Decision Document
- Appendix 10 - Delegation of Authority, Great Basin MAC Aviation Coordinator
- Appendix 11 - MAC Aviation Conference Call Template
- Appendix 12 - MAC Aviation Re-Assignment – Release Prioritization
- Appendix 13 - Delegation of Authority, ASAT Team Leader
- Appendix 14 - Delegation of Authority, FAS Team Leader
- Appendix 15 - Decision Support Center Expectations